

## **Making FOIA Requests Work**

- Determine what you specifically want. The law states you must reasonably describe the records you seek.
- Determine what agency will have the information.
- State you are making the request pursuant to the FOIA.
- Write Freedom of Information Request on both the envelope and the letter.
- Follow up with a phone call.
- Written requests for information are better than oral requests because it provides you with a copy of your original request if there are problems later. Furthermore, FOIA recognizes that both types of requests should be accepted, but only written requests are held to the time limits (10 working days--Federal; 7 working days--Illinois).